

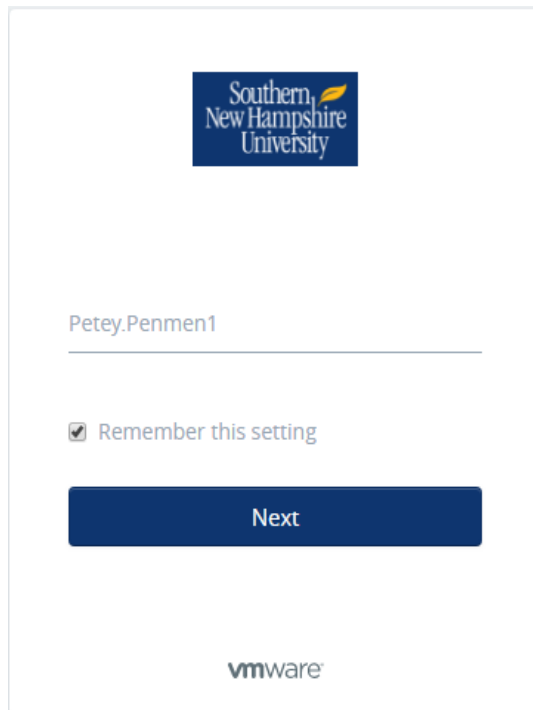
## Access the Virtual Desktop (VDI)

Every time you log in, the software programs on the VDI are accessible to you. It is important that you **always save your work to a cloud-based drive** such as OneDrive.

1. Click [here](#) to access the VDI. There is also a link available in your course.

*Access the VDI using the Google Chrome web browser.*

2. Log in to your account.
  - a. Username: Use your SNHU email but without the “@snhu.edu.”  
Example: Petey.Penmen1
  - b. Password: Use your mySNHU password.
  - c. Domain: SNHU
  - d. **Note:** Username inputs currently have an 18 character limit. Only enter the first 18 character of your email address without the “@snhu.edu.”



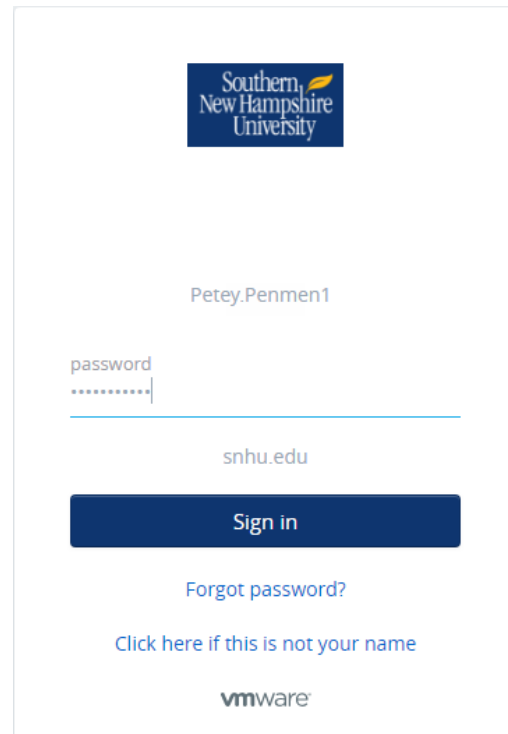
Southern New Hampshire University

Petey.Penmen1

Remember this setting

Next

vmware



Southern New Hampshire University

Petey.Penmen1

password

snhu.edu

Sign in

[Forgot password?](#)

[Click here if this is not your name](#)

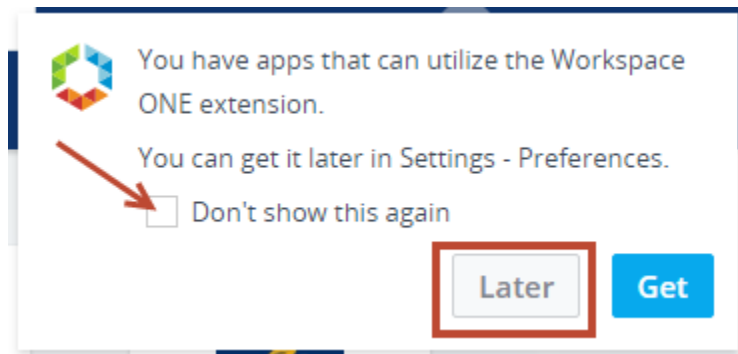
vmware

3. Using the chart, locate your course's Virtual Desktop.  
 You may have access to several desktops. Only use the desktop for your course.

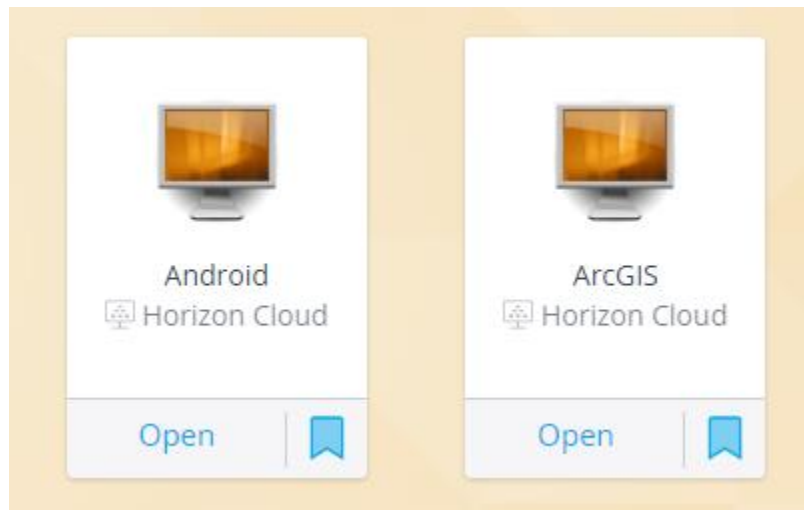
Course	Desktop	Course	Desktop
DAD-215	STEM-SAS	IT-328	STEM-Lab
DAD-334	Oracle	IT-330	STEM-SQL
DAD-350	Oracle	IT-338	STEM-ArcGIS
DAD-405	Oracle	IT-349	STEM-SQL
DAT-220	STEM-Lab	IT-460	STEM-Lab
DAT-310	STEM-Lab	IT-489	STEM-Lab
DAT-320	STEM-Lab	IT-505	STEM-Lab
DAT-410	STEM-Lab	IT-510	STEM-Lab
DAT-490	STEM-Lab	IT-511	JavaBeans
DAT-510	STEM-Lab	IT-560	STEM-SQL
DAT-520	STEM-Lab	IT-610	STEM-Lab
DAT-530	STEM-Lab	IT-625	STEM-Lab
DAT-610	STEM-Lab	IT-633	STEM-Android
DAT-640	STEM-Lab	IT-634	STEM-SQL
DAT-650	STEM-Lab	IT-650	STEM-SQL
DAT-690	STEM-Lab	IT-655	STEM-SQL
GEO-345	STEM-ArcGIS	IT-665	MS-WEB
GEO-450	STEM-ArcGIS	MIS-350	STEM-Lab
IT-135	STEM-Lab	MIS-490	STEM-Lab
IT-145	JavaBeans	PHY-205	STEM-ArcGIS
IT-200	STEM-Lab	PHY-205L	STEM-ArcGIS
IT-230	STEM-VS-2015	SCI-225	STEM-ArcGIS
IT-235	STEM-Lab	SCI-310	STEM-ArcGIS
IT-242	STEM-ArcGIS	SCI-320	STEM-ArcGIS
IT-312	STEM-VS-2015	SCI-489	STEM-ArcGIS

**Note:** Any course using the Virtual Desktop in an optional manner, use STEM-Lab. Courses that require only the use of Microsoft Project, Microsoft Access, or Microsoft Visio should use the App available when logging into the VDI. Review this [Knowledge Base article](#) for more information on saving in App Only.

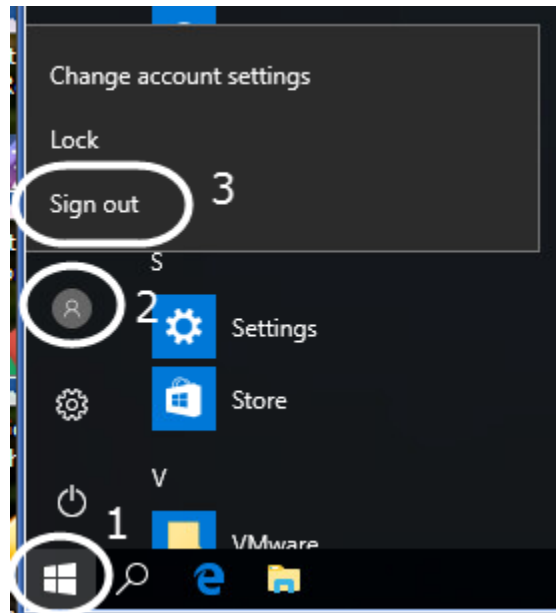
**Note:** If you see a dialog box in regards to the Workspace ONE extension. Check the box next to “Don’t show this again” and click Later.



4. All desktops available to us will be listed under the Catalog heading. Select **Open** to launch the desktop.



5. Sign out of your desktop before closing the browser. To do this click on the window key, select the person icon, and click Sign out.



### **Backup all of your coursework to the Cloud.**

As a reminder, backup all of your coursework to a cloud-based drive, such as Microsoft OneDrive. Student work on a non-persistent VDI will NOT be saved. Click [here](#) for Microsoft OneDrive Setup instructions.

### **VDI (Horizon Cloud) Knowledge Base**

There is a Knowledge Base (KB) available to you. Access this area if you are experiencing any problems or need further assistance within the VDI. If you are still experiencing difficulties, contact the Help Desk via the SNHU Service Portal (see below).



### **SNHU Technology Help Desk**

Should you have difficulty accessing the Virtual Desktop, please contact the Help Desk via chat or online form at <https://snhu.service-now.com/sp> or by phone at 1-855-877-9919. Technical support is available 24/7.

### Copying & Pasting from your course within the Virtual Desktop

Open a web browser within the VDI and navigate to your course. You will be able to copy and paste course content from your course within the VDI.

### Course Content and Datasets found in your course should be saved virtually

1. Once you are inside your Virtual Desktop, open a web browser.
2. Log in to the learning environment, access your course, and navigate to your course module.
3. Save course content and datasets found in your course module to **This PC/Documents**.  
**Note:** This is the same folder titled My Documents on the desktop.
4. You can access your My Documents folder on the desktop.

